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16 MAY 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

25X1

SUBJECT: OIS Weekly Report (12-18 May 1982)

Classification Review Division

Several CRD reviewers are now assisting the OSS Review Team in reviewing 161 boxes of reference cards which the National Archives and Records Service has determined to be part of the permanent OSS record. Using the CRD reviewers will help complete the review of OSS permanent records by the end of FY 1982.

CRD reviewed a total of 3,000 CIA documents (11,527 pages) and declassified 1.3 percent. An additional 60 non-CIA documents (2,029 pages), three manuscripts (233 pages), and four miscellaneous documents (2,271 pages) were also reviewed.

Records Management Division

Printing and Photography Division (P&PD), Office of Logistics, has a large collection of photographs, some of which have been retired to the Records Center and others retained in P&PD. As a part of the audiovisual program, RMD has been working closely with the History Staff to identify the types of audiovisual material of historical interest and will be able to assist P&PD in scheduling disposition of its collection.

RMD continued the survey of the information handling and records management practices requested by the Office of Security and the survey of the Office of Data Processing (ODP) registry requested by ODP. The findings of the surveys are being prepared for the requesting Offices.

As a part of the continuing program of the destruction of records, 240 feet of material were transferred to the hammermill for destruction.

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from background.

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During this reporting period, RCD carried out 62 actions on issuances. The Division's workload of regulatory issuances was increased from 121 to 126 active jobs reflecting the number of newly initiated jobs compared to those published or canceled.

Information and Privacy Division

A separate report is attached.

Attachment:
As stated

EXO/OIS [redacted] (19 May 1982)

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